

June 23, 2020

To Whom it May Concern:

You may have recently been exposed to COVID-19 (also known as Coronavirus Disease 2019) at your workplace. Because of this, the Long Beach Department of Health and Human Services (Health Department) is informing you about COVID-19 and how to best protect yourself, your families and to prevent the spread of the disease.

COVID-19 is a viral infection that is thought to spread mainly from person-to-person; between people who are in close contact with one another (within about 6 feet), and/or through respiratory droplets produced when an infected person coughs, sneezes, or talks. People with COVID-19 have had a wide range of symptoms reported, including fever, cough, and shortness of breath. Older adults (65 years and older) and people who have severe underlying medical conditions (like heart or lung disease) seem to be at higher risk for developing more severe illness. Contact your healthcare provider for further evaluation if you experience any symptoms that may be related to COVID-19. Seek emergency medical care (call 911) if experiencing trouble breathing, persistent pain or pressure in the chest, or any other symptoms that are severe or concerning to you.

You may be directly notified, by your employer or by the Health Department, if you have had close contact with someone who was infected at your place of work. If so, you should stay home from work and quarantine at home for 14 days. It is important to monitor yourself for symptoms during this time. All employees should monitor for symptoms of infection for 14 days after this exposure. If you feel feverish or develop a cough, you should stay home and call your healthcare provider for advice.

Because of the ongoing spread of COVID-19, it is important to practice social distancing, wear a cloth face covering whenever in public and unable to maintain social distancing, and follow [CDC guidance](#). It is important to wash your hands often with soap and water for at least 20 seconds especially after being in a public place, blowing your nose, coughing, or sneezing. It is also important to take steps to protect others such as staying home if you're sick, except to get medical care.

COVID-19 testing is also available at [various testing sites](#) throughout the city. We recommend waiting at least 7 days after your exposure before getting testing. If you have any questions, please contact the COVID-19 Hotline at (562) 570-4636. You can also visit our website at www.longbeach.gov/covid19 for additional information.